

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**CORRECTIONS SECURITY INSPECTOR**

**JOB DESCRIPTION**

Employees in this job serve as Corrections Security Inspectors and function as the highest-ranking security official at a correctional facility for an assigned shift. The inspector is responsible for enforcing all prescribed security rules and regulations affecting discipline, custody, security, and safety in the facility.

There is one classification in this job.

**Position Code Title - Corrections Security Inspector**

**Corrections Security Inspector 13**

This is the experienced level. Work is performed under administrative direction from an Assistant Deputy Warden and requires extensive knowledge of the facility's and the Department of Corrections' rules and regulations. The employee exercises technical supervision related to custody, security, and discipline over all custody and security staff during an assigned shift.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Serves as the highest-ranking security official on an assigned shift.

Conducts unscheduled inspections to ensure that all personnel remain alert, diligent, and present for their assignments.

Evaluates and verifies employee performance through the review of completed work.

Conducts employee and/or prisoner investigations and resulting disciplinary conferences, including selecting, administering, and documenting progressive and disciplinary measures.

Handles issues related to labor-management relationships and exercises responsibility for administration of union contracts.

Performs regularly scheduled inspections of all parts of the facility to review compliance with critical policies and procedures, including critical tool control, key control, prisoner count procedures, emergency preparedness, etc.

Collects and maintains intelligence related to prisoners, prisoner groups, and activities.

Maintains records, prepares reports, composes correspondence, and writes and/or revises policies and procedures relative to the work.

Reviews security perimeter check reports for breaks or problems.

Serves as "duty deputy" in charge of the facility during evenings, weekends, and holidays on a rotating basis.

Directs contraband control and the shakedown of persons and buildings at frequent intervals.

Maintains evidence lockers and disposes of contraband and other evidence, as necessary.

Monitors and evaluates program and organizational performance to assess efficiency and effectiveness.

Applies the laws, regulations, and principles of equal opportunity to personnel situations.

Serves on various facility committees as assigned.

Serves as liaison with State Police and local law enforcement authorities.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Extensive knowledge of departmental and facility rules, regulations, policies, and procedures.

Extensive knowledge of the methods and techniques for ensuring the safety, security, and custody of prisoners.

Ability to perform detailed and difficult inspections within a correctional setting.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to direct and motivate others.

Ability to think and act quickly and appropriately in emergencies.

Ability to remain calm under tension and stress.

Ability to command respect and compliance with rules and regulations from employees and prisoners.

### **Working Conditions**

The job is located in a correctional facility, requiring direct contact with prisoners.

The job duties require the employee to work in a hostile and stressful environment.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of Corrections.

### **Education**

Completion of 15 semester (23 term) college credits in any field.

### **Experience**

#### **Corrections Security Inspector 13**

Two years of experience equivalent to a Corrections Shift Supervisor 11 or Assistant Resident Unit Supervisor 11; or, one year equivalent to a Corrections Shift Supervisor 12 or Resident Unit Manager 13.

### **Special Requirements, Licenses, and Certifications**

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

CORSECISP

**Job Code Description**

CORRECTIONS SECURITY INSPECTOR

**Position Title**

Corrections Security Inspector

**Position Code**

CORSCISP

**Pay Schedule**

NERE-131

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05/01/2022